

CITY OF BURBANK

SUPERVISING CONSTRUCTION INSPECTOR

DEFINITION

Under general direction, to direct and supervise the inspection of public works; to inspect certain projects as needed; and to do related work as required.

ESSENTIAL FUNCTIONS

Supervise, plan, prioritize, schedule, assign, and evaluate the work of construction inspectors; makes effective recommendations regarding hiring, promotions and transfers; effectively recommends disciplinary action as needed up to and including termination; participates in the response to grievances; oversee staff engaged in the inspection within City right-of-way of construction improvements, such as streets, storm drains, sewers, utilities, and related phases of work including grading, trenching, compaction, backfilling, concrete and asphalt construction, placement of forms and reinforcing steel, material testing, etc.; consult with contractors' representatives on construction projects; review City-approved construction plans, specifications, and standards; trains staff in inspection procedures, safety practices, and communication with contractors' representatives and the public; ensure contractors are working in accordance with Federal, State, and City safety regulations; stop work if safety violations are identified; reject unacceptable workmanship and material that are not in accordance with specifications; initiates orders of extra work as needed to complete the project construction as intended; writes reports of project inspections to include site conditions, construction activities, equipment, and work quantities completed, etc.; monitor completed contract work costs to review progress payments, change orders, project schedule progress, and completion; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the principles, practices, and scope of public works construction inspection; sound personnel management and supervision; construction methods, procedures, equipment, and materials; Cal-OSHA safety requirements; Work Area Traffic Control Handbook (WATCH) manual guidelines; pertinent Federal, State, and local laws, codes, and regulations; Federally-funded project documentation and procedures.
- Ability to - read and interpret engineered construction drawings and specifications; be familiar with accepted standards of construction; interpret and explain City construction policies and procedures; supervise construction inspection staff; prepare clear and concise written reports and work instructions; communicate clearly and concisely, both orally and in writing; utilize computer software; establish and maintain effective working relationships with contractors, workers, supervisors, fellow employees, and the public; work overtime as required.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from high school or equivalent and five years of public works construction inspection experience or seven years of public works construction experience at a supervisory level.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.